



KRM Security Services Ltd

To: All Staff
CC: Control, Operations, Usman Ali

KRM Security Services Ltd
Crown House
North Circular Road
London
NW10 7PN

Tel: 0207 117 6215
Fax: 0207 900 6220
E: info@krmsecurity.co.uk
W: www.krmsecurity.co.uk

Date: 03/11/2020

Dear All,

RE: Latest Government COVID-19 Guidelines

I hope this memorandum finds you well given the global situation.

Further to my previous memo sent on 28th October 2020, we have all been made aware of yet further changes to the government's actions to tackle the second wave of the COVID-19 outbreak.

In a press conference on Saturday, the prime minister announced that as of Thursday 5th November 2020, England will be going back into lockdown, to contain the virus. All non-essential shops etc will be closed, and everyone will be encouraged to work from home if possible, and a change in the frequency and times of the TfL network may come into place. This will undoubtedly affect many organisations.

Insofar, we are yet to receive any instructions to proceed with building closures, therefore, as of now, all staff are still required to attend their scheduled shifts. Should this change, we will contact you independently and inform you. Until contacted however, please do not assume any rumours of building closures are true, and attend your shifts as normal.



With the increased spread, please make sure you are washing your hands, wiping down surfaces, maintaining social distancing and wearing a mask throughout the shift. As always, if you develop any symptoms, please self isolate immediately, and inform the control room so we can:

- i) cover the shift
- ii) perform necessary test and trace procedures.

Please email control@krmsecurity.co.uk if you develop symptoms and need time off, however, please ensure that this is confirmed to you via a reply or contact from senior management.

I understand that this will make service delivery harder, but I am sure that with your cooperation, we will get through this difficult time as we did in the first lockdown.

I wish you and your families good health and wellbeing.

Kind Regards,

Rana Usman
Director

